



**Policy on Handbills and the Literature Distribution in the University of Wisconsin – Milwaukee
Student Union**

Students, Registered Student Organizations (hereafter RSOs), and University Departments may be authorized to distribute printed materials in any public area within the Union’s Ground, First, and Second Floors upon prior registration with the Student Union Reservation and Event Planning Services (hereafter REPS). RSOs or Departmental sponsorship must be clearly and visibly printed on the material.

This Policy is not available for use by Non-University Organizations.

Content of the material must be informational in promoting RSOs, the University Department function and/or events. No solicitation of goods or advertising of products is allowed. All distributing materials must be in accordance with University of Wisconsin System policies and procedures as well as local, state, and federal law.

Registration after 4:30pm weekdays and all day on weekends must be done at the Union Information Desk on the Ground Floors of the UWM Student Union.

A registration form must be completed listing the person(s) distributing the printed materials. The registration form must be carried by the person(s) distributing the printed materials and shown to University personnel upon request.

Handbills and other materials may be distributed outside buildings, lobbies, and public corridors of the buildings provided such distribution is not unreasonable and does not interfere with the movement of traffic or other scheduled activities.

All Student Association (hereafter SA) election related materials can only be distributed by the SA Professional Staff (hereafter SAPS), the SA Independent Elections Commission (hereafter IEC), and by SA candidates registered with the IEC and individuals and/or RSOs acting on their behalf. Additionally, all candidates registered with the IEC and individuals and/or RSOs acting on their behalf will be allowed to distribute campaign literature in all Food Service Areas. Materials can only be distributed during the designated campaign period and must be removed by the end of the campaign period.

All SA election materials are subject to the IEC Bylaws and Campaign Rules and Regulations and must still be registered with REPS as stated previously in this policy. All individuals and/or RSOs acting on behalf of candidates registered with the IEC are subject to the IEC Bylaws and Campaign Rules and Regulations and this policy.

Concerns or appeals to this policy may be addressed to the Union Policy Board.